

SECRET

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

27 September 1967

To: All Training Officers of the Agency

## LANGUAGE TRAINING SCHEDULE

OTR's Language School will offer both full-time and part-time courses during the next twelve months. All full-time courses are for six months and are conducted in the Washington Building Annex of Arlington Towers. Part-time courses, most of which meet for two hours in the morning three days a week, will be scheduled for a total of either 100 hours or 200 hours. Starting dates for classes are set out below. Full-time language training beginning on any other dates will be difficult to arrange.

### Full-time Courses

Common Languages (French, German, Italian, Portuguese, and Spanish):

6 November 1967	6 May 1968
2 January 1968	1 July 1968
4 March 1968	3 September 1968

Czech, Hungarian, Polish, Russian, Serbo-Croatian:

2 January 1968  
16 September 1968

### All Other Languages:

15 January 1968  
16 September 1968

### Part-time Courses (All languages)

2 January 1968  
6 May 1968  
9 September 1968

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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Applications (Forms 73) for either full-time or part-time language instruction should be submitted to the Admissions and Information Branch, Registrar Staff, a minimum of two weeks prior to the beginning dates of the courses. Please indicate under "Remarks" (Item 18) what previous experience the employee has had in any foreign language or languages, including that in which instruction is being requested. Training Officers will be informed if any precourse testing or interview is necessary and of final arrangements for attending classes.



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